

Message

From: Adeeb, Shanta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DD827C964D6042EB87B3D98B2539BFB9-ADEEB, SHAN]
Sent: 12/3/2020 2:24:06 PM
To: Johnson, Marion [Johnson.Marion@epa.gov]
CC: Walsh, Michael [Walsh.Michael@epa.gov]
Subject: Managers Retreat on Monday
Attachments: Microsoft Teams Staff Meeting Agenda 120220Final.docx; draft adaptive management agenda.docx

Importance: High

Good Morning Marion,

I am scheduled to act for you next Monday and there is a Managers Retreat Scheduled for the afternoon. Would you like me to attend the retreat in your place. Is there anything I need know, or have ready for IVB2 prior to attending the retreat?

Please advise on what you would like me to do.

Regards,

Shanta

From: Walsh, Michael <Walsh.Michael@epa.gov>
Sent: Wednesday, December 2, 2020 4:51 PM
To: Johnson, Marion <Johnson.Marion@epa.gov>; Adeeb, Shanta <Adeeb.Shanta@epa.gov>; Rate, Debra <Rate.Debra@epa.gov>
Cc: Walsh, Michael <Walsh.Michael@epa.gov>
Subject: RD Staff Meeting Notes - 12/2/2020

Hi Marion, Shanta, and Debra.

Below are my notes from the RD Staff Meeting held earlier today.

Please let me know if you have any questions.

Thanks.

Mike

RD Staff Meeting Notes
12/2/2020

1. New Staff Introduction: Ernest Kraka - Rachel
 - a. Rachel's new person was unable to participate in the meeting.
2. Communications - Rhina Lara/Dian Overbey
 - a. Lara Rhina was unable to attend the meeting - - not here today.
 - b. RD New AIs - Some FEAD questions regarding new AIs and registration dates. RD confirmed the dates are good.
 - c. Aldicarb – FEAD asked that for significant new uses like the use of aldicarb on citrus, it is helpful for FEAD if RD gives them advanced notice. This helps with tracking and communications for the AA's office. Please involve FEAD early.
3. What's going well? Notable accomplishments from last week (All)
 - a. Awesome Possum - - Dicamba will be mentioned in Marietta's Friday email.
 - b. Baby Photos - - At Rachel's suggestion, Marietta will include the photos of FHB staff new babies in her Friday email?

4. Workplan/PARS

- a. RD has a path forward for the staff PARS. Catherine has developed templates using existing performance language, etc. Second piece – incorporation of RD workplan in performance agreements
- b. Goal: To have everyone to have these in place by Friday. Marion will have an issue meeting this date due to his absence this week.
- c. Marietta will send PARS elements to the BCs for review and comment. There will likely be some back and forth. RD will likely not make the 12/8/2020 timeline for completing the PARS. It is better to take our time and be thoughtful. Marietta will be late with the BC PARS.
- d. Meredith: What should be done about the GS-14s PARS? Should these be customized? [Catherine is copying and pasting from current RD agreements to have different rating levels.]
- e. To date, several people have complained of issues accessing the online performance system. There are definitely some kinks in the system.

5. Retreat Follow-up = THIS MONDAY! RD Quarterly Adaptive Management Meeting (See Attachment)

- a. This meeting is an outcome of the September Retreat.
- b. Managing core work and larger projects on the work plan.
- c. Tony will be working on a report and should be providing something by the end of the week – the managers may end-up defaulting to Tony's Branch Reports.
- d. Comparing work across the Branches.
- e. Each BC will be expected to report on accomplishments, identify if we have resource issues. Be prepared to talk about Q1 and what managers are seeing coming-up and going forward.
- f. Bo will give a Tiger Team update.
- g. Discuss changes to the PRIA Managers Meeting – standing topics for discussion, etc.
- h. More discussion topics – 12/17/2020 meeting with Ed to discuss FTEs. Are we appropriately staffed to do our work? This is managements opportunity to make a case for additional resources.
- i. Cynthia asked if Marietta expected a product/outcomes/goal for this meeting. Marietta mentioned that this will be discussion of choices if required regarding resources. Over the next 3-6 months do you foresee any resource issues?
- j. This will be the first quarterly since the retreat, so we will see how it goes.....

6. Report out on process improvement progress, get feedback, etc. - PMs/SRSs (10am - 10:30am)

- Jennifer update on her black belt project and efficacy label training.
 - Finishing-up the 6 Sigma LEAN Black Belt process. Considering a separate session for RD to walk through process(es), etc.
 - Jennifer is planning a 1-hour training for risk managers about what efficacy data translates to on the regulatory end of things. This will be a refresher for experienced staff and an introduction for new staff.
- Ongoing Front End Issues
 - PMs are having to monitor and renegotiate actions before the action even "reach their desk" (ie. prior to clearing front-end screening) because of screen delays. Kimberly's group does not have any capacity to do anything more than they are doing now.

Participants mentioned that the PRIA clock begins after payment is received, so 4-6 months into the process, even though submissions may not have cleared Front End, the timeline puts the action squarely in RD's realm of responsibilities.
 - Milestone emails automatically generated in OPPIN are still being sent to registrants, leading to confusion and pushback from registrants. The automatic emails seem to give registrants a false impression that the action is in the control of the PMs. Kimberly had a meeting with all 3 registration divisions regarding the milestone communications. Steve Schaible is setting-up a meeting with all 3 registration divisions. See Steve's email dated 12/2/2020 sent at 12:18pm.
 - Kimberly and her team members will be meeting biweekly with the in-processing contractor with the goal of enhanced communication, in-processing prioritization, and reconciling the differences in OPP's backlog numbers and the contractor's count. Enhanced and more frequent communications with those on the front line. Kimberly indicated that her group and the contractor are feeling the brunt of frustrations associated with the backlog, so she took a moment to speak to the work ethic and quality of the contractor's work. Beth Fertich who presented for the PMWG was a contractor, is familiar with contractor work as well as regulatory work, and made a point of stating that the PMWG was regularly invited to these

meetings to share and express their concerns and challenges in an effort to work toward problem solving and resolution.

- The Front End contract is fixed price with limited flexibility.
 - The backlog started when Front End staff were out of the office/unavailable to work, though it is worth noting that Front End data screening worked well up until that time (2019).
 - Everyone remains open to ideas that can improve the situation.
 - See most recent email from Aswathy Balan on status of backlog.
 - Rachel mentioned that as we work to address the backlog, something that should be considered is failing actions that do not pass the screen. Kick 'em out. This is not being used. Marietta is open to discussing it.
 - Marietta's goal is to address the backlog. If that can be addressed a lot of the other issues should resolve themselves. Marietta is speaking to HCPA next week and would welcome a few proposed background talking points/presentation bullets from the PMs on the status of Front End and the message that should be delivered to stakeholders -- regarding Milestone emails, etc. Marietta's goal is to have a 0 backlog with all actions being addressed within the 21-day timeframe. This is the goal and this is where we need to put our focus and our energy.
- The most recent CITAB Priorities for Product Chemistry Reviews for actions with December 2020 PRIA Due Dates documents sent by Kerry on 11/16 appears to omit the column containing the number of renegotiations associated with a particular action.
 - Kerry needs to go into OPPIN and individually look-up the renegotiations for each pending PRIA action. This is time consuming. He did not want to hold-up delivery of his December spreadsheet, so this column was intentionally omitted from the December document. He may revise the December spreadsheet and plans to include the renegotiation column in the January spreadsheet.

7. OPP edition of the ballad of the divisions

- a. Lindsay Roe is close to done with RD's lyrics which will undergo peer review. These will be shared with management and then with the rest of RD.

8. FQPA - 25th Anniversary – **Marietta's connection was lost and the meeting concluded.**

9. Around the Room and Weekly Items/Administrator's Report

From: Coleman, Anita <Coleman.Anita@epa.gov>

Sent: Wednesday, December 02, 2020 9:08 AM

To: OPP RD Managers <OPP_RD_Managers@epa.gov>; Overbey, Dian <Overbey.Dian@epa.gov>; Lara, Rhina <Lara.Rhina@epa.gov>

Cc: Herrick, Jacquelyn <Herrick.Jacquelyn@epa.gov>; Fertich, Elizabeth <fertich.elizabeth@epa.gov>; Saunders, Jennifer <Saunders.Jennifer@epa.gov>; Adeeb, Shanta <Adeeb.Shanta@epa.gov>; Rate, Debra <Rate.Debra@epa.gov>; Walsh, Michael <Walsh.Michael@epa.gov>; Eagle, Venus <Eagle.Venus@epa.gov>; Benbow, Gene <Benbow.Gene@epa.gov>; Colby, Deanna <colby.deanna@epa.gov>; Roe, Lindsay <Roe.Lindsay@epa.gov>; Chandgoyal, Tara <Chandgoyal.Tara@epa.gov>; Garvie, Heather <Garvie.Heather@epa.gov>; Ondish, Mindy <ondish.mindy@epa.gov>; Hathaway, Margaret <Hathaway.Margaret@epa.gov>; Schmid, Emily <Schmid.Emily@epa.gov>; Page, Jordan <Page.Jordan@epa.gov>; Joyner, Shaja <Joyner.Shaja@epa.gov>; Kraft, Erik <Kraft.Erik@epa.gov>; Balan, Aswathy <Balan.Aswathy@epa.gov>

Subject: Microsoft Teams Staff Meeting Agenda 12/2/20

Good Morning,

Please find below and attached the agenda for the staff meeting.

Anita Coleman, Executive Assistant
U.S. Environmental Protection Agency
OPP/RD, Room S-7627
Senior Environmental Employment Program
Phone: (703) 347-0683
coleman.anita@epa.gov

RD Staff Meeting
Wednesday, December 2, 2020
9:30 pm – 11:00 pm

Join Microsoft Teams Meeting

Ex. 6 Conference Code United States, Washington DC (Toll)
Conference ID: **Ex. 6 Conference Code**

AGENDA

1. New Staff Introduction: Ernest Kraka - Rachel
2. Communications - Rhina Lara/Dian Overbey
3. What's going well? Notable accomplishments from last week (All)
4. Workplan/PARS
5. RD Quarterly adaptive management meeting (attachment)
6. Report out on process improvement progress, get feedback, etc. - PMs/SRSs (10am - 10:30am)
 - Jenn's update on her black belt project and efficacy label training.
 - PMs are having to monitor and renegotiate actions before the actions "reach their desk" (ie. prior to clearing front-end screening) because of 21 day screen delay.
 - Milestone emails automatically generated in OPPIN are still being sent to registrants, leading to confusion and pushback from registrants.
 - The most recent CITAB Priorities for Product Chemistry Reviews for actions with December 2020 PRIA Due Dates documents sent by Kerry on 11/16 appears to omit the column containing the number of renegotiations associated with a particular action.
 - Request for general update on front-end backlog.
7. OPP edition of the ballad of the divisions
8. FQPA - 25th Anniversary
9. Around the Room and Weekly Items/Administrator's Report

To keep on the radar

Continual recognition

RUMP